



Red Lake Margaret Cochenour
M E M O R I A L H O S P I T A L

JOB POSTING

POSITION: Summer Student Registration Clerk and Outpatient Services Assistant

SHIFT: Monday to Friday, 37.5 hours per week (8 weeks duration)

SALARY: \$21.00 per hour

Start Date: May 5, 2025

QUALIFICATIONS:

1. Excellent interpersonal skills with the ability to communicate clearly in written and verbal form.
2. Must have excellent time management skills and be able to work with minimal supervision.
3. Must know and practice professional ethics, particularly in regard to confidentiality.
4. Must be able to exercise tact and diplomacy when interacting with patients and other staff members.
5. Preference will be given to candidate showing an interest in a career in healthcare sector.

RESPONSIBILITIES:

- Registering outpatients and booking appointments.
- Working closely with the Laboratory, Diagnostic Imaging, and Physio Departments to ensure efficiency and timeliness of patient registration processes.

POSITION OPEN TO ALL QUALIFIED APPLICANTS

*Red Lake Margaret Cochenour Memorial Hospital is committed to employment equity.
Upon request, accommodation for disabilities can be provided in the hiring process to
applicants who meet the required qualifications outlined in the job description.*

Those interested in the position are requested to apply in writing to:

Human Resources Manager
PO Box 5005, Red Lake ON, P0V 2M0
jobs@redlakehospital.ca